Program Officer
MHHEFA/MGFA

<u>ORGANIZATION SUMMARY:</u>

The Maine Municipal Bond Bank (MMBB) provides low-cost loans to Maine's cities, towns, counties, and water and sewer systems. The Bond Bank also lends to various departments of state government for infrastructure projects. The Maine Governmental Facilities Authority (MGFA) and the Maine Health and Higher Educational Facilities Authority (MHHEFA) are managed by the Bond Bank. The twenty-one staff at the Bond Bank are responsible for managing over $7B in funds that include grants and loans for projects throughout Maine – all of which are focused on improving the lives of Mainers and our visitors.

Mindful Employer Benchmarks
The Bond Bank strives to be a ***Mindful Employer***, believing that purposeful work and human-first practices result in higher impact and greater good for the world. This designation is based on the alignment of all our staff with the following statements:

- The mission of our company is meaningful to me.
- I know how my work supports our greater purpose and mission.
- I am valued for being my authentic self and for my unique abilities at work.
- My growth and development are supported by my immediate manager
- We are practicing Mindful Communication when listening and speaking at work.
- This is a place where I can speak honestly and ask thoughtful questions.
- My work/life balance and well-being are respected and encouraged.
- If things aren't going well for me personally, there is someone or resources to support me.
- I would recommend working here to a friend.

<u>POSITION SUMMARY:</u>

MHHEFA and MGFA are both clients of the Bond Bank. This position reports to the Executive Director and is responsible for the overall development, implementation, and day-to-day administration of all programs for these clients; ensures lowest cost financing is available to meet the capital needs of eligible borrowers and continued compliance across all bond portfolios.

<u>ESSENTIAL JOB FUNCTIONS:</u>

- Responsible for new bond issues, conducts credit analysis, document reviews, coordinates and schedules issues and ensures they are in compliance with state and federal regulations.
- Responsible for bond sale, project and ongoing communications with all eligible borrowers and related professionals.
- Point person for all rating agency communications.
- Management of all outstanding bond portfolios for MGFA and MHHEFA including the Debt Service Reserve Fund for the Moral Obligation program.
- Conduct troubled loan workouts, negotiate loan agreements, and monitor their status.
- Responsible for administration of outstanding bond issues; conduct covenant compliance, assist the Accounting Department with late payment resolution and billing issues.
- Responsible for construction project draws, and for allowable transactions under existing documents.
- Responsible for the marketing and promotion of the programs through active client relationship management, networking with professional channels, public speaking, and material development.
- Recommend new approaches, policies, and procedures to effect continual improvement of efficiency of the programs managed and services provided.

- Keep informed of new developments in professional field through study and attendance at meetings and seminars.
- Aid in the preparation of annual budgets for both Authorities, including projecting revenues, approving invoices, and monitoring expenditures within program budget.
- Establish objectives, determine standards of performance, assess performance measures, and ensure operational objectives.

OTHER DUTIES AND RESPONSIBILITIES:

- Participate in Senior Staff, All Staff, and other meetings as needed.
- Perform any additional duties as assigned or required by the Executive Director.

PREPARATION, KNOWLEDGE, SKILLS, & ABILITIES:

- Bachelor's degree in finance, accounting, business, economics, public administration, or a related field
- Along with 5-7 years of progressively responsible experience in banking, finance, financial services, public finance, lending, or a related field
- Duties require knowledge of federal and State tax laws, financial analysis, regulatory compliance, higher education operations, and healthcare reimbursement system
- Experience with municipal finance, bond issuance, healthcare finance, higher education finance or public-sector lending preferred.
- Planning, project management, and time management skills.
- Leadership, supervisory, planning, and organizational skills.
- Ability to form strong coalitions with internal and external constituencies.
- Ability to recognize Bond Bank priorities and work cooperatively to support their accomplishment.
- Ability to prioritize and coordinate multiple tasks and ability to be flexible.
- Ability to communicate effectively both verbally and in writing; to establish positive public relations for the Bond Bank and its clients, and to interact effectively with a wide variety of people.
- Ability to conceptualize and develop innovative programs.
- Ability to inspire confidence from participants using services.

SUPERVISORY RESPONSIBILITIES:

- Supervise MHHEFA/MGFA Program Assistant(s).
- Any additional staff assigned by the Executive Director.

CAREER ADVANCEMENT OPPORTUNITY:

- Senior Program Officer

WORKING CONDITIONS/PHYSICAL DEMANDS:

- More than half of time is spent sitting in normal office environment, not subject to extreme variations of temperature, noise, odors, etc.
- Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity.
- May require travel to other communities; mileage reimbursement available.

The Maine Municipal Bond Bank is an equal opportunity employer. We are committed to fostering a diverse, equitable, and inclusive workplace. We provide equal employment opportunities to all applicants and employees and prohibit discrimination and harassment of any kind. Employment decisions are based on qualifications, merit, and organizational needs, without regard to race, color, sex, sexual orientation or gender identity, physical or mental disability, religion, age, ancestry, national origin or familial status, or any other status protected by state or federal law.